

The Vancouver International Writers Festival Society
Annual General Meeting
Tuesday, May 7, 2024 at 5:00pm

In Person: 1398 Cartwright Street; Festival House Common Room
Agenda

Attending:

Deepthi Atukorala, Alison Broddle, Celeste Cadieux-Rey*, Natasha Chetty, Pat Cumming, Chelsea Damen*, Charlene De Faye, Leena Desai, Karen Gilmore, Louise Hager, Carie Helm, Dr. Richard Hopkins, Linda Hunt, Leslie Hurtig, Julie Iannacone, Susan Jackson*, Maura Keenan, Alma Lee, Elizabeth McLean, Linda McNab, Anna Panzo, Shirley Rudolph, Karen Segal, Steve Tornes, James Tyler Irvine*, Sharon Vipond, Sarah Wang, Maeve Wells, Auditors (Andrew Westman*, Samuel Routledge*)

Total Attendance: 30

***non-voting members: 6**

1. Welcome from the Chair and adopt Agenda

- a) K. Gilmore brings AGM to order and provides Land Acknowledgement
- b) K. Gilmore invites a motion to approve the agenda Moved: Alma Lee
Motion passed

2. Approval of the 2023 AGM Minutes

- a) K. Gilmore invites a Motion to approve the Minutes of the Vancouver Writers Fest 2023 AGM. Moved: Shirley Rudoph
- b) S. Tornes requested an amendment to correct the spelling of his name
Motion passed with amendment

3. Board of Directors' Report: Karen Gilmore

- a) K. Gilmore introduces the staff team and acknowledges their hard work and dedication
- b) K. Gilmore mentions the exit of K. Shilling and the hiring of S. Jackson as Interim Executive Director
- c) K. Gilmore introduces the Board Directors who are present and acknowledges those who exited this year.
- d) K. Gilmore acknowledges the importance of the Festival's Vision during challenging times

4. Artistic Director's Report: Leslie Hurtig

- a) On behalf of all staff, L. Hurtig expresses appreciation for the work of K. Gilmore as Chair and that of the other Board Directors
- b) L. Hurtig characterizes 2023 as a year of recovery from COVID and adapting to the loss of funding. Audiences returned to both the Festival and Special Events. This year will be about adapting to inflationary pressures and finding new staff to step into important roles
- c) L. Hurtig thanked the membership for their continued support and acknowledged the presence of co-founder Alma Lee.

5. Interim Executive Director's Report: Susan Jackson

- a) S. Jackson thanked the Staff and Board for welcoming her to the organization
- b) S. Jackson described her role as helping the Artistic Director in guiding the organizational transition, supporting the Staff and Board and keeping the organization on track

- c) S. Jackson mentioned that her term ends in July and that she is assisting the Hiring Committee in the recruitment of a permanent staff member
- d) K. Gilmore mentioned that the new staff person will hold the title Managing Director

6. Presentation of the 2023 Audited Financial Statements: Andrew Westman, Rolfe Benson LLP

- a) A. Westman introduced S. Routledge who worked on the audit
- b) A. Westman explained the audit role and procedures and indicated that staff were forthcoming in providing information and making minor adjustments as requested. He acknowledges C. Damen in particular.
- c) A. Westman acknowledged the continued post-Covid recovery and noted that expenses and revenues had both increased leaving a small surplus. He directed members to the report for additional details.
- d) K. Gilmore thanked the auditors, C. Damen and Treasurer B. Loughlin.
- e) K. Gilmore read a statement from B. Loughlin who was not in attendance.

7. Appointment of Auditor for 2024: Steve Tornes

- a) K. Gilmore acknowledged the good work of the auditors
- b) S. Tornes moved that the membership approved the appointment of Rolfe Benson LLP as the auditors for the Society in 2024

Motion passed

8. Election of the new 2024 Board of Directors: Karen Gilmore

- a) K. Gilmore noted that the biographies of the 6 highly skilled Board candidates had been sent to the membership in advance.
- b) K. Gilmore introduced new Board members D. Atukorata and A. Panzo
- c) K. Gilmore moved to approve the 2024 Board Slate as circulated for a 3 year term

Motion passed

9. Proposed changes to the Bylaws: Karen Gilmore

- a) K. Gilmore outlined the substance and rationale for the proposed bylaw changes
- b) K. Gilmore moved: to approve the changes to the Bylaws of the Society as circulated

Motion passed

10. Closing of AGM: Karen Gilmore

- a) K. Gilmore adjourned the meeting at 5:40 p.m.